

MIRACLE MANOR NEIGHBORHOOD ASSOCIATION

ARTICLE I. MEMBERSHIP

- A. The membership of this association shall be residents, property owners or businesses within the neighborhood.
- B. A Voting Member shall be a household within the boundaries of the neighborhood. Each household within the neighborhood shall be entitled to one vote. *1 vote per ho*
- C. Yearly dues are to be \$10.00 per voting member. A waiver may be given for those unable to pay all or some of the dues. The waivers will be determined by the Treasurer, based on a sliding scale, or community service. *\$10.00/yr/dues*
- D. Membership shall not be denied on the basis of views or opinions contrary to the goals and purposes of the association.

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ARTICLE II. OFFICERS

The officers of the association shall hold office for a term of one (1) year or until their successors are elected. The term of the office shall begin at the close of the Annual Meeting. The officers of the association shall be a President, a Vice President, a Secretary, a Treasurer. The officers of the association will comprise the Board of Directors. *New Term
Close of
Annual
Meeting*

- A. The President shall call and preside at all meetings, shall act for and in behalf of the membership of the association, shall appoint any special committees necessary for the operation of the association business and shall act as official spokesperson for the association.
- B. The Vice President shall, in the absence of the President assume all of the duties of that office and shall be responsible for the publicity and notification of meetings of the association.

CURRENT BYLAWS

Approved by NA: 3/5/03
Updated in DNR Files: 3/7/03
Filed by: we

- ☒ NA folder
☒ Bylaws Binders

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- C. The Secretary shall keep a permanent record of all formal meetings and all legal documents and legal transactions of the association. The Secretary shall transcribe the minutes of each meeting and shall maintain a file copy of same and submit a copy of these minutes to the Citizen and Neighborhood Services. (CNS)
- D. The Treasurer shall keep all financial receipts and a permanent record of all financial business of the association. An up-to-date financial report shall be submitted at each meeting. The Treasurer shall be responsible for membership.

ARTICLE III. COMMITTEES

- A. The President shall have the power to appoint committees as necessary to implement the purposes of the charter.
- B. The President shall be an ex-officio member of all committees. ✓

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ARTICLE IV. MEETINGS

An annual meeting shall be held during the month of April a time and place designated by the President.

*Annual mtg
in April*

- A. At least 50% of the Officers and Ten Voting Members shall have the privilege of petitioning a special meeting at any time.
- B. Ten Voting Members present shall constitute a quorum. *Quorum*
- C. At least a three-day notice shall be provided in advance of any association meeting. Every effort will be made to notify all interested parties and members of the Association of upcoming meetings either by direct mailing, pamphlets, newsletters, or announcements at regularly scheduled meetings. *3 day advance*
- D. All meetings shall be open to any interested persons.

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ARTICLE V.
NOMINATION, ELECTIONS, AND ANNUAL REPORTS
AND INSTALLATION OF OFFICERS

- A. *April* Nominations of officers shall be made from the floor at the annual meeting or a slate presented from the nominating committee would also be acceptable.
- B. Elections of officers shall be held on the same day as nominations.
- C. Upon installation of the officers whose terms begin at the close of the annual meeting, all documents, records and any materials pertaining to the duties of the office as designated the bylaws which are in the possession of the outgoing officers shall be submitted to the newly elected counterpart within ten days of the installation.

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- D. Any vacancies occurring during the year of any officer or contact person shall be filled by appointment by the association president.
- E. Any officer may be removed from office by cause by a majority vote of 66% of the voting members.

ARTICLE VI. FISCAL RESPONSIBILITY

- A. Expenditure of the funds of the association may not be made without the signatures of at least one (1) of the Officers and the Treasurer.
- B. Financial records and funds of the association shall be audited at least once a year by a committee of at least two (2) voting members of the neighborhood association appointed by the President prior to a new Treasurer's taking office.
- C. Annual Reports will be given by the Treasurer.

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ARTICLE VII. AMENDMENT OF BYLAWS

- A. These bylaws may be amended by a majority vote of 66% of the voting members.
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- B. Proposed amendments shall be sent to all members at least ten (10) working days in advance of the meeting where action is to be taken or shall be read at the preceding meeting.
- C. Any amendments to the Bylaws will be published in the next mailing.

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ARTICLE VIII. GENERAL

- A. The Rules in the current edition of Robert's Rules of Order shall govern the Association, the Board of Directors and all subcommittees in all cases to which they apply and do not conflict with the specific provisions of this Charter and Bylaws or any special rules that the association may adopt.
- B. If any part of the Charter and Bylaws or the application thereof is thereafter held invalid or unenforceable, the remainder shall not be affected thereby, and only the affected portions are declared eliminated.
- C. No officer representative, spokesperson or member shall have any financial liability for the association.

Certified
DATE ~~ADOPTED~~: March 5, 2003

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SIGNATURE

William B. DeVinney

TITLE

President

SIGNATURE

Ann DeVinney

TITLE

Secretary